

MEMORANDUM OF MEETING

MEETING DATE: May 31, 2017

PREPARED BY: Kevin Nagle, Gordon R. Archibald, Inc. (GRA)

ATTENDED BY: Alan Leveillee, Public Archaeological Laboratory (PAL)
Dan Forrest, PAL
Kirk Van Dyke, PAL
Joe Cox, Parker Construction
Josh Carr, Narragansett Improvement Company (NICO)
Todd Ravenelle, GRA
Tom Plante, GRA
Kevin Nagle, GRA

SUBJECT: **Warwick Sewer Authority (WSA)**
Bayside Community Sewer Project
2017 Archaeological Investigation Program

A meeting was held at the GRA offices to discuss various aspects relating to the archaeological excavations scheduled to be undertaken throughout the Bayside sewershed over the next several months. These investigations will be conducted by PAL, with NICO providing support in pavement excavation and patching operations through contract with GRA. The purpose of this meeting was to coordinate the timing, sequencing, and procedures for the work amongst the primary entities involved (GRA, PAL, NICO). Copies of the meeting agenda and sign-in sheet are attached to this memorandum.

The following items were discussed:

- A. GRA has prepared a contact list for project with the telephone numbers of key personnel from each company, a copy of which is attached to this memorandum.
- B. PAL is currently scheduled to begin work on Monday, June 12, which will require that certain tasks be completed in advance of this date. The following sequence of activities is anticipated:
 - GRA will mark in the field approximately 20' long, full-width segments along each roadway (within which each 8' square investigation pit will be located) for underground utilities to be verified by Dig-Safe. GRA will conduct marking operations beginning Thursday, June 1.
 - Once utilities have been marked and Dig-Safe tickets issued, GRA will locate and mark the extents of each pit to be sawcut for investigation.
 - NICO will need to have a sufficient quantity of investigation pits sawcut in advance of the June 12 start date so that pavement excavation operations do not impede the progress of archaeological investigations. *Following the meeting, Mr. Carr informed parties by email that his sawcutter should be able to cut 50 squares (8'x8" investigation pits) in one mobilization.*

- C. All parties agreed that the investigations will begin at the northerly limits of the project area (Friendship Avenue, Height Avenue, River Vue Road) and continue in a general southerly direction by street segment. GRA, PAL, and NICO will coordinate on a regular basis to ensure that pits on successive streets are opened and ready for archaeological investigations.
- D. PAL requested copies of the preliminary layout plans prepared by GRA, showing the anticipated locations of jacking/receiving pits, service connections, etc. GRA will provide amended plan sheets to PAL following the Dig Safe effort and subsequent field layout of pit locations.
- E. Mr. Ravenelle provided a brief overview of some of the logistical and constructability considerations informing the layout sewers and services, which will be installed primarily by directional drilling methods. For certain locations/properties where the service will be installed only to the property line, it was noted that installation by conventional trenching may be more practical, and that any such locations where trenching is anticipated will be marked for archaeological investigation. Mr. Leveillee noted that this should be discussed with the WSA and USEPA as it relates to the Memorandum of Agreement for the project.
- F. Mr. Carr noted that NICO may employ grind in-place methods for removal of the asphalt course instead of conventional removal and disposal. While all parties agreed that this method would be acceptable in principle, PAL noted that the depth of grinding/tilling should not go beyond the asphalt course, as past archaeological investigations have uncovered features at such relatively shallow depths. It was suggested that the sawcutting operator measure and mark the approximate depth of asphalt at each excavation location for this purpose.
- G. NICO will furnish PAL with the traffic control devices (barrels, signage, etc.) necessary to protect the work, along with two 10'x10' steel plates. PAL and NICO will each coordinate with the Warwick Police Department for police details required for road closures and detours. The Warwick Police Department will bill the WSA directly for its services.
- H. GRA will be delivering notices to residents informing them of the archaeological investigation program and the anticipated schedule for completion of the work.
- I. Through coordination with PAL and NICO, the WSA and GRA will provide timely notification to the Warwick School Department with regards to anticipated road closures so that school bus routes and schedules can be adjusted accordingly.
- J. In addition to notifying Dig-Safe, Mr. Leveillee suggested that plans be sent to National Grid and the Warwick Water Department.
- K. Any issues relating to homeowner complaints should be referred to the WSA (Janine Burke-Wells, Executive Director). Media inquiries should also be directed to the WSA.
- L. Mr. Leveillee noted that it is likely that representatives of the Narragansett Indian Tribe (NIT) will periodically visit the project to observe the work.

Distribution: Attendees, Janine Burke-Wells (WSA), Michael Stover (USEPA)

**Warwick Sewer Authority (WSA)
Bayside Community Sewer Project
2017 Archaeological Investigation Program**

CONTACT LIST

| | Contact | Number |
|----------------------------------|--------------------|----------------|
| Warwick Sewer Authority | Janine Burke-Wells | (401) 468-4710 |
| Gordon R. Archibald, Inc. | Todd Ravenelle | (401) 258-6608 |
| | Kevin Nagle | (401) 578-4776 |
| | Tom Plante | (401) 632-8442 |
| Public Archaeology Laboratory | Alan Leveillee | (401) 487-0861 |
| | Kirk Van Dyke | (401) 487-0226 |
| Narragansett Improvement Company | Josh Carr | (401) 996-9447 |

**Bayside Sewer Project
Pre-Construction Archaeological Investigations
May 31, 2017**

1. Contacts
2. Schedule
3. Layout
4. Dig Safe
5. Police Protection
6. Traffic Control Signs
7. Public Notice - School Bus Schedule
8. Site Issues
9. Formalize Construction Contact

| Name | Company | Email | Phone | Cell Phone |
|---------------|-----------------|----------------------|------------------------------|------------|
| Joe Cox | Parker Const | | 401-413-1458 | |
| Alan Leveille | EB PAL | aleveille@palinc.com | 401- 944 487-0861 | |
| Dan Forrest | PAL | dforrest@palinc.com | 401-288-6336 | |
| Kirk Van Dyke | PAL | KVanDyke@PALINC.com | 401-487-0226 | |
| Josh Carr | Noraganset Imp. | jcarreniori.com | 401-996-9447 | |
| TOMPLANTE | GRA, Inc. | tplante@gra.com | 401-726-4084 / 632-8442 | |
| KEVIN NAGLE | GRA, INC. | knagle@graengs.com | 401-726-4084 | |